"Love cannot remain by itself – it has no meaning.

Love has to be put into action and that action is service."

- St. Teresa of Calcutta

SIX Tips to Recruit AND Retain SUPER VOLUNTEERS

1) Invite: Nothing beats a personal invitation!

- Make it PERSONAL.
- Invite people to be a part of something, not just to do something.
- Someone may not have even been aware there was this type of parish ministry, until someone invited them to be part of it.
- Don't say "No" for someone because you think they may not be available.

- Invite those who at first glance may not fit the "Volunteer Profile".
(Examples: elderly, homebound, families with small children, people who say they do not have time, individuals of different ethnic or cultural backgrounds, new parishioners)

2) Be Specific: Finding volunteers can be challenging, but volunteering without knowing what the expectations are can be scary!

- For common volunteer opportunities, develop a job description.
- Be CLEAR on what the ASK is.
- Be CLEAR on the time commitment. Have a start and end time for each volunteer event.
- Make sure the volunteer(s) understands the "why" they are needed and the "how" they are making a difference. Provide volunteers with educational material so they understand the reality of the situation.

> **HELPFUL HINT:** When developing a Volunteer Job Description, ask yourself:
> Why is the position needed?
> What is the task?
> What will be the time commitment?
> Does it matter when it is completed?

3) Be Organized: When we are organized, we look like we know what we are doing!

- Make sure volunteers have enough to do.
- Projects need to be organized with all the supplies on hand.
- Provide CLEAR instructions.
- Make sure the process for someone to volunteer is easy.   When a potential volunteer has a negative experience in trying to sign up to volunteer, you have already lost that volunteer.
- Make sure parish staff who answer the phone know about the volunteer event so they too can answer questions about volunteer opportunities.
- Keep good records of who is volunteering and for what they are volunteering.
- Does your parish webpage include a section for prospective volunteers with clear information?

4) Retain Your Volunteers: Yahoo! We have volunteers! Now What….

- Make sure your volunteers know they are needed!
- Provide for them a sense of belonging to a greater good!
- Help the volunteers feel they have ownership in the process.

- Listen to your volunteers!   Find out what is important to them!
- Keep your volunteers informed!   Before the event, during the event, AND don't forget to follow up with the volunteers after the event!!
- CELEBRATE YOUR VOLUNTEERS.

5) Spiritual Formation: Very Important!!! It provides us with the **"Food"** we need to do God's Will.

- Make the connection for the volunteers; "How does what we are doing connect to our Catholic Faith and Teachings?"
- Incorporate prayer at every meeting or event.
- Pray for your volunteers!
- Provide prayer resources or devotionals that tie their Catholic Faith with works of service.
- Offer Days of Reflection, Retreats or Adoration Holy Hours.
- Give holiday Thank-You gifts that have a spiritual component.
- Offer ongoing spiritual enrichment such as Catholic speakers, and Bible or Catholic Social Teaching studies.

Sources of Recruitment for Volunteers
- Personal invitation
- Ministry fairs
- New parishioners
- Ask volunteers to invite volunteers (nothing beats a personal witness!)
- Mass communications – bulletins, newsletters, social media.

6) Celebrate Volunteers: Everyone likes to know they are appreciated!!!

- Highlight your volunteers and/or volunteer activities in your bulletins, parish websites or social media.
- Follow up with the volunteers to let them know (and the parish know) of the impact they made through their service.
- Host a Thank-You breakfast, luncheon or dinner for your volunteers.
- Designate a Sunday once (or more) a year as Volunteer Sunday.   All volunteers are asked to stand to receive a special blessing.

For more Information visit www.archindy.org/psm